



**BRADFORD UNIVERSITY  
COLLEGE**

# STUDENTS HANDBOOK

**2026**

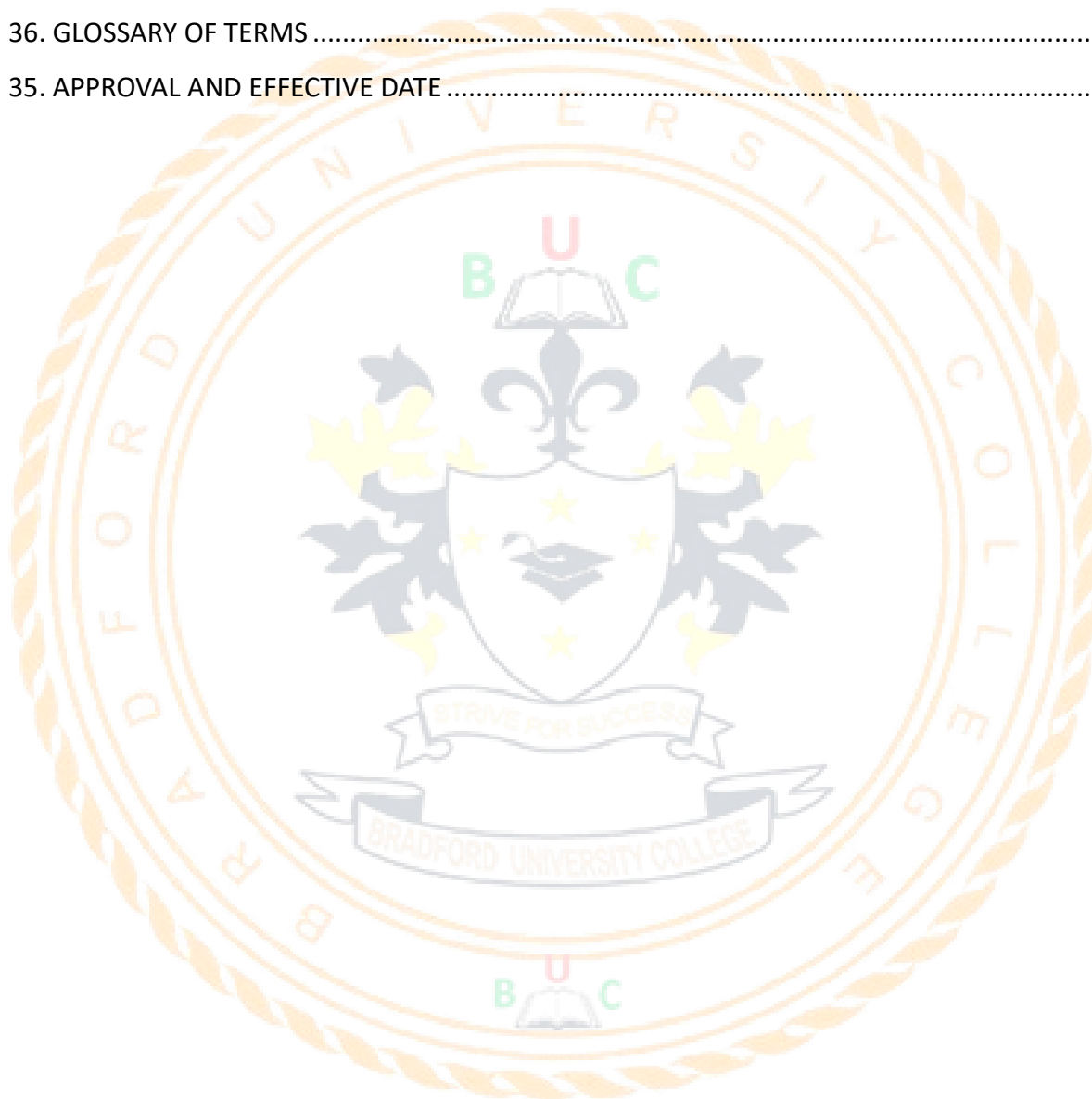


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## 1. WELCOME MESSAGE

Welcome to Bradford University College. This Student Handbook serves as an official guide to academic life, student responsibilities, institutional policies, and support services. It is designed to help students understand their rights and obligations, navigate academic requirements, and make full use of the opportunities available at the College.

All students are expected to familiarise themselves with the contents of this handbook and comply with the policies and procedures outlined herein.

### Information:

- This handbook is legally binding upon registration
- Updates and amendments will be communicated officially
- Students are responsible for checking for updates regularly
- A digital copy is available on the student portal
- A printed copy may be requested from the Academic Registry

## 2. INSTITUTIONAL PROFILE

Field	Details
<b>Name</b>	Bradford University College
<b>Status</b>	University College
<b>Core Mandate</b>	Teaching, learning, applied research, innovation, and community engagement
<b>Vision</b>	To be a leading centre of academic excellence and innovation in Africa
<b>Mission</b>	To provide quality, accessible, and transformative education that prepares students for global citizenship and meaningful careers
<b>Values</b>	Academic excellence, ethical leadership, inclusivity, innovation, lifelong learning

### Information:

- The College is registered with relevant national higher education authorities
- Programmes are accredited by recognised quality assurance bodies

- The College maintains partnerships with local and international institutions
- Annual reports and audit outcomes are available upon request

### 3. ACADEMIC PROGRAMMES

#### 3.1 Programme Structure

- Certificate, Diploma, Advanced Diploma, Undergraduate, and Postgraduate programmes
- Programmes aligned to national and regional qualification frameworks
- Modular and semester-based delivery
- Full-time and part-time study options available

#### 3.2 Teaching and Learning Approaches

- Lectures, tutorials, seminars, laboratories
- Experiential and work-integrated learning
- Blended and technology-supported learning
- Flipped classrooms and collaborative learning

#### Information:

- Each programme has a specified credit load and duration
- Students receive a Programme Handbook upon registration
- Curriculum may be updated to reflect industry trends
- Students are advised by academic advisors on module selection

#### 3.3 List of Programmes

Level	Example Programmes
Diploma	<ul style="list-style-type: none"> <li>i. Information Technology Management</li> <li>ii. Occupational Health &amp; Safety Management</li> </ul>
Advanced Diploma	<ul style="list-style-type: none"> <li>iii. Business Studies</li> <li>iv. Community and Social Sciences</li> </ul>

## 4. ADMISSION AND REGISTRATION

### 4.1 Admission Requirements

- Academic qualifications as prescribed per programme
- Recognition of Prior Learning (RPL) where applicable
- Equity-focused admission considerations
- Minimum entry scores as published annually

### 4.2 Registration

- Registration must be completed within stipulated timelines
- Students must be financially cleared to register
- Late registration is subject to approval and penalties
- Registration is valid for one academic year only

#### Information:

Registration Period	Dates (Typical)	Action Required
Early Registration	November – December	Fee discount applies
Main Registration	January – February	Full registration
Late Registration	First 2 weeks of semester	Late penalty fee applies

#### Required Documents for Registration:

- Completed registration form
- Proof of payment or financial clearance
- Certified copy of ID/passport
- Certified copies of previous qualifications
- Passport-size photographs (2)
- Signed student declaration

## 5. EQUITY AND INCLUSION

Bradford University College is committed to:

- Fair and non-discriminatory admissions
- Support for students from disadvantaged backgrounds
- Gender equity and inclusion of students with disabilities
- Reasonable accommodations shall be provided where required

### Information:

Accommodation Type	Examples
Physical accessibility	Ramps, accessible toilets, elevators
Learning support	Extended time for assessments, scribes, readers
Assistive technology	Screen readers, voice-to-text software
Flexible attendance	For medical or disability-related reasons

### To request accommodations, students must:

1. Complete a Disability Support Request Form (available from Student Support Services)
2. Provide relevant medical or professional documentation
3. Meet with the Disability Support Coordinator
4. Renew requests each academic year

## 6. RECOGNITION OF PRIOR LEARNING (RPL)

### 6.1 Purpose

RPL allows recognition of prior learning gained through formal, non-formal, or informal experience.

### 6.2 RPL Principles

- Transparency
- Fairness
- Academic integrity

- Consistency
- Confidentiality

### 6.3 RPL Process

Step	Action	Timeline
1	Application submission (prescribed form)	At least 4 weeks before registration
2	Submission of portfolio of evidence	Within 2 weeks of application
3	Evidence assessment by RPL panel	3–4 weeks
4	Academic panel decision	Within 2 weeks of assessment
5	Formal approval and recording	Before start of semester

#### Information:

- RPL applications are subject to a non-refundable fee
- Credit granted through RPL reduces the total modules required
- RPL cannot be used for practical or work-integrated learning components
- Appeals against RPL decisions follow the standard appeals process (Section 16)

## 7. ASSESSMENT AND EXAMINATIONS

### 7.1 Assessment Methods

- Continuous assessment (assignments, quizzes, presentations)
- Tests and examinations
- Practical and project-based assessments
- Final examinations (weighted as per programme requirements)

### 7.2 Academic Integrity

- Plagiarism and cheating are prohibited
- Use of AI tools must comply with institutional guidelines (see Section 27)
- All submitted work must be the student's own original work

- Turnitin or similar software may be used for plagiarism detection

### 7.3 Examination Rules

- Valid student identification required
- Compliance with examination regulations mandatory
- No unauthorised materials in examination venues
- Late arrival may result in exclusion from the examination

**Information:**

Examination Period	Typical Dates
Semester 1 Examinations	May – June
Semester 1 Supplementary	July
Semester 2 Examinations	November – December
Semester 2 Supplementary	January

**Pass Requirements:**

Level	Minimum Pass Mark
Certificate/Diploma	50%
Undergraduate Degree	50% (40% minimum in examination component where applicable)
Postgraduate	50% (60% for distinction)

## 8. ACADEMIC PROGRESSION AND AT-RISK LEARNER SUPPORT

### 8.1 Academic Progression

- Minimum pass requirements apply per module and per level
- Progression is monitored per semester and annually
- Students who fail core modules may be required to repeat

### 8.2 At-Risk Learner Support System

The College operates early-warning systems to identify students at risk based on:

- Academic performance (below 50% in any module by mid-semester)
- Attendance and engagement (below 80% attendance)
- Behavioural and financial indicators

**Support includes:**

Support Type	Description
Academic advising	One-on-one academic counselling
Peer tutoring	Assigned student tutors for difficult modules
Study skills workshops	Time management, note-taking, exam preparation
Counselling services	Personal and emotional support
Remedial support	classes for at-risk students
Referrals	To external support services where needed

**At-Risk Notification Process:**

1. Mid-semester progress report identifies at-risk students
2. Email notification sent to student and academic advisor
3. Mandatory meeting with academic advisor within 7 days
4. Development of an Academic Improvement Plan (AIP)
5. Monitoring and follow-up at end of semester

## 9. STUDENT SUPPORT SERVICES

### 9.1 Academic Support

- Academic advising and module selection guidance
- Study skills workshops (offered each semester)
- Library and learning resources (see Section 24)
- Writing centre for assignment and dissertation support

## 9.2 Wellness and Counselling

- Personal and psychosocial support
- Confidential counselling services (free of charge)
- Crisis intervention and referral to external professionals
- Stress management and mental health awareness programmes

## 9.3 Career and Employability Support

- Career guidance and aptitude testing
- Work readiness programmes (CV writing, interview skills)
- Industry engagement initiatives and job fairs
- Internship placement assistance

### Support Services:

Service	Contact	Availability
Financial aid advising	Finance Office	Monday–Friday, 9am–4pm
Disability support	Student Support Services	By appointment
International student support	Registrar's Office	Monday–Friday, 9am–4pm
Peer mentoring programme	Student Affairs	Referral from HoD

## 10. STUDENT CONDUCT AND DISCIPLINE

### 10.1 Code of Conduct

Students are expected to:

- Act ethically and respectfully toward all members of the College community
- Comply with institutional rules, regulations, and policies
- Uphold academic integrity in all academic work
- Respect College property and the property of others
- Refrain from any form of harassment, discrimination, or violence

## 10.2 Disciplinary Procedures

- Alleged misconduct investigated fairly and promptly
- Right to be heard and to present a defence
- Right to be accompanied by a support person
- Sanctions applied proportionately to the offence

### Information – Categories of Misconduct:

Category	Examples
Academic misconduct	Plagiarism, cheating, fabrication of data, AI misuse
General misconduct	Theft, vandalism, disruption of College activities
Interpersonal misconduct	Harassment, bullying, intimidation, GBV
Technology misuse	Hacking, unauthorized access, cyberbullying

### Possible Sanctions:

- Written warning
- Fines
- Suspension from specific modules or activities
- Suspension from the College (temporary)
- Expulsion (permanent removal)

## 11. STUDENT REPRESENTATION AND PARTICIPATION

Students have the right to:

- Participate in student representative structures (Student Representative Council – SRC)
- Provide feedback on academic and support services (via surveys, forums, and meetings)
- Engage in institutional governance processes (through student representation on committees)

### Information:

Structure	Role	Election Frequency
Student Representative Council (SRC)	Represents all students, advocates for student interests	Annually
Class Representatives	Liaison between students and lecturers	Per semester
Programme Committees	Input on curriculum and programme matters	Annually
College Council (Student Representative)	Student voice in institutional governance	Annually

## 12. FEES, FINANCIAL OBLIGATIONS, AND REFUNDS

- Fees are payable as per approved fee schedules published annually
- Payment plans may be arranged with the Finance Office
- Refunds governed by institutional refund policy

### Information:

Fee Type	Payment Deadline	Penalty for Late Payment
Registration fee	At registration	Registration not processed
Tuition fees (Semester 1)	31 March	5% monthly interest
Tuition fees (Semester 2)	31 August	5% monthly interest
Library fee	At registration	Access restricted
Student levy	At registration	Included in total fees

### Refund Policy:

Withdrawal Timeline	Refund Amount
Before start of semester	100% (less registration fee)
Within first 2 weeks	75%
Within 3–4 weeks	50%

After 4 weeks	No refund
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### 13. HEALTH, SAFETY, AND WELLBEING

The College is committed to:

- A safe learning environment
- Compliance with health and safety regulations
- Emergency preparedness and response

Students must comply with all safety instructions.

**Information:**

Safety Measure	Description
Emergency exits	Clearly marked in all buildings
First aid kits	Available in each department and at reception
Fire drills	Conducted at least once per semester
Security personnel	On duty 24/7 at campus entrances
CCTV surveillance	Monitored in common areas
Incident reporting	Report to Security Office immediately

**Emergency Contact Numbers:**

Service	Contact
Campus Security	76558885
Ambulance / Medical Emergency	999 or 112
Police	10111
Fire Department	10111 or [insert local number]

### 14. RESEARCH, INNOVATION, AND INTELLECTUAL PROPERTY

Students involved in research must:

- Adhere to ethical research standards (including informed consent, confidentiality)
- Respect intellectual property rights
- Obtain necessary approvals from the Research Ethics Committee

The College supports innovation, entrepreneurship, and responsible knowledge creation.

**Information:**

Research Requirement	Description
Ethics clearance	Required for all research involving human participants or animals
Plagiarism check	All research submissions screened via Turnitin
IP ownership	College owns IP created using College resources (see IP Policy)
Student ownership	IP created independently may belong to the student
Research output	Theses/dissertations deposited in institutional repository

## 15. USE OF TECHNOLOGY AND DIGITAL SYSTEMS

- Responsible use of IT systems required
- Protection of personal data (see Section 33)
- Compliance with cybersecurity and acceptable use policies

**Information:**

Allowed Use	Prohibited Use
Academic research and study	Hacking or attempting to bypass security
Accessing learning materials	Downloading illegal or pirated content
College-related communication	Harassment or cyberbullying
Use of AI tools as permitted (Section 27)	Unauthorized access to other users' accounts

**Consequences of Technology Misuse:**

- Temporary or permanent loss of IT access
- Disciplinary action (see Section 10)
- Legal action where applicable

## 16. GRIEVANCES AND APPEALS

Students may lodge grievances related to:

- Academic decisions (grades, progression, RPL outcomes)
- Administrative matters (registration, fees, records)
- Disciplinary outcomes

Grievances shall be handled fairly, transparently, and timeously.

### Information – Grievance Process:

Step	Action	Timeline
1	Informal discussion with relevant staff member	Within 7 days of incident
2	Formal written grievance to Head of Department	Within 14 days if unresolved
3	Grievance Committee review	Within 21 days of receipt
4	Decision communicated in writing	Within 5 days of review
5	Appeal to Principal (if dissatisfied)	Within 10 days of decision

### Grievance Form Requirements:

- Student name and number
- Clear description of the grievance
- Supporting evidence (documents, emails, witness statements)
- Desired resolution
- Signature and date

## 17. COMMUNICATION AND OFFICIAL NOTICES

- Official communication via institutional email and notice boards
- Students are responsible for regularly checking official channels

### Information:

Communication Channel	Purpose	Check Frequency
Student email ( <a href="mailto:@bradforduniversitycollege.com">@bradforduniversitycollege.com</a> )	Official announcements, grades, notices	Daily
Student portal	Registration, results, financial status	Weekly
Physical notice boards	General announcements, events	Weekly
LMS (Moodle/Canvas)	Course materials, assignments, discussions	Daily during semester
SMS notifications	Urgent or time-sensitive alerts	As received

## 18. CONTINUOUS IMPROVEMENT AND QUALITY ASSURANCE

Student feedback informs:

- Programme review and curriculum enhancement
- Teaching and learning improvement
- Support service development

### Information:

Feedback Mechanism	Frequency
Module evaluation surveys	End of each semester
Teaching evaluation forms	End of each semester
Student satisfaction survey	Annually
SRC feedback meetings	Monthly
Suggestion boxes	Available at reception and online

## 19. REVIEW OF THE HANDBOOK

This Student Handbook is reviewed periodically to ensure relevance, regulatory compliance, and effectiveness.

### Information:

- Version control maintained by Quality Assurance Unit
- Students will be notified of changes via official communication
- Latest version always available on the student portal
- Policy review schedule: Annually or as required by regulation

## 20. STUDENT DECLARATION AND SIGNATURE

I, the undersigned student, confirm that I have received, read, and understood the contents of the Bradford University College Student Handbook (2026 Edition). I agree to abide by all institutional rules, regulations, policies, and procedures contained herein, as well as any amendments duly approved by the College.

I acknowledge that failure to comply with institutional regulations may result in disciplinary action in accordance with the applicable policies.

Field	Details
Student Name	_____
Student Number	_____
Programme of Study	_____
Signature	_____
Date	_____

## 21. INSTITUTION-SPECIFIC CONTACTS AND OFFICES

### 21.1 Academic Affairs Office

- **Functions:** Academic registration, examinations, progression, certification
- **Email:** registrar@bradforduniversitycollege.com

## 21.2 Faculty / Departmental Offices

- **Functions:** Programme delivery, academic advising, assessment support
- **Contact:** Relevant Head of Department or Programme Coordinator

## 21.3 Student Support Services

- **Functions:** Counselling, wellness support, at-risk learner interventions, disability support
- **Email:** studentsupport@bradforduniversitycollege.com

## 21.4 Finance Office

- **Functions:** Fees, payment plans, financial clearance, refunds, financial aid
- **Email:** finance@bradforduniversitycollege.com

## 21.5 Library and Learning Resources

- **Functions:** Learning materials, research support, information literacy
- **Contact:** College Library
- **Email:** library@bradforduniversitycollege.com

## 21.6 ICT and E-Learning Support

- **Functions:** Student systems, LMS access, email support, password resets
- **Email:** ictsupport@bradforduniversitycollege.com

## 21.7 Security Office

- **Functions:** Campus safety, incident reporting, emergency response
- **Contact:** Campus Security (available 24/7)

## 22. ESCALATION AND COMPLAINTS PATHWAYS

The College follows a structured escalation process to ensure fair, timely, and transparent resolution of student concerns.

### 22.1 Academic Issues

Level	Contact

1	Lecturer / Tutor
2	Programme Coordinator
3	Head of Department
4	Academic Committee / Senate

## 22.2 Administrative or Financial Issues

Level	Contact
1	Relevant Administrative Officer
2	Head of Department / Unit Manager
3	Registrar or Finance Manager

## 22.3 Student Welfare or Support Issues

Level	Contact
1	Student Support Services
2	Dean of Students / Designated Officer
3	Senior Management (where required)

## 22.4 Formal Grievances and Appeals

- Submitted in writing using prescribed forms
- Reviewed by designated committees
- Decisions communicated formally and timeously

**No student shall be subjected to discrimination or victimisation for raising a legitimate concern or complaint.**

## 23. : ACADEMIC CALENDAR AND IMPORTANT DATES (2026)

Activity	Q2 (Apr–Jun)	Q3 (Jul–Sep)	Q4 (Oct–Dec)
Registration	By 31 March	By 30 June	By 30 September

Start of lectures	1 April	1 July	1 October
Mid-semester assessments	1–15 May	1–15 August	1–15 November
Final examinations	1–15 June	1–15 September	1–15 December
Supplementary exams	30 June – 5 July	30 September – 5 October	15–20 January 2027
Semester break	16–30 June	16–30 September	16 December – 15 January

## 24. : LIBRARY AND LEARNING RESOURCES

### Library Hours:

Day	Opening Hours
Monday – Thursday	8:00am – 5:00pm
Friday	8:00am – 5:00pm
Saturday	9:00am – 1:00pm
Sunday	Closed

### Library Services:

- Online databases and e-journals (24/7 access)
- Study carrels and group study rooms
- Printing, scanning, and photocopying
- Research assistance and information literacy training
- Inter-library loan service

## 25. : STUDENT RIGHTS AND RESPONSIBILITIES

### Student Rights:

Right	Description

Right to quality education	Access to qualified lecturers and adequate resources
Right to fair assessment	Transparent grading, feedback, and appeal processes
Right to be heard	Participation in governance and representation
Right to privacy	Confidential handling of personal information
Right to safe environment	Freedom from harassment, discrimination, and violence
Right to support services	Access to academic, wellness, and career support

**Student Responsibilities:**

Responsibility	Description
Academic integrity	Complete own work honestly and ethically
Attendance	Attend at least 80% of scheduled classes
Timely submission	Submit assignments by published deadlines
Respect for others	Treat all community members with dignity
Compliance	Follow College policies and regulations
Financial obligations	Pay fees on time or make approved arrangements

**26. : CODE OF ACADEMIC INTEGRITY**

**Prohibited Conduct:**

Offence	Definition
Plagiarism	Presenting someone else's work as your own
Cheating	Using unauthorized materials or assistance during assessments
Fabrication	Falsifying data, citations, or research results
Collusion	Unauthorized collaboration on individual assignments
Impersonation	Having another person complete work or write an exam
Contract cheating	Paying someone to complete assignments or write exams
AI misuse	Using AI tools where prohibited or without attribution

**Consequences:**

First Offence	Second Offence	Third Offence
Zero on assignment + written warning	Zero on module + suspension for one semester	Expulsion from the College

**27. USE OF ARTIFICIAL INTELLIGENCE (AI) IN ACADEMIC WORK****Permitted Use of AI (with disclosure):**

- Brainstorming ideas and generating research questions
- Proofreading and grammar checking
- Summarizing articles (with original source cited)
- Translating text (for language support)
- Formatting references (using AI tools)

**Prohibited Use of AI:**

- Generating entire assignments or essays
- Answering examination questions
- Bypassing plagiarism detection software
- Fabricating data or citations
- Using AI where explicitly prohibited by the lecturer

**Disclosure Requirement:**

Students must include an AI Use Declaration with any assignment where AI tools were used:

*"I declare that I have used [name of AI tool] for the following purposes: [list specific uses]. All content generated by AI has been critically reviewed, edited, and integrated with my own original work."*

**Non-Disclosure Consequences:** Treated as academic misconduct (see Section 26)

## 28. : INTERNSHIP AND WORK-INTEGRATED LEARNING (WIL) POLICY

**Purpose:** To provide students with practical workplace experience relevant to their field of study.

### Requirements:

- Mandatory for programmes with WIL components
- Minimum hours vary by programme (typically 120–400 hours)
- Internship must be approved by the College
- Students must complete a logbook and final report

### Student Responsibilities:

Responsibility	Description
Placement	Secure an approved internship (with College assistance)
Attendance	Complete required hours as per programme
Professional conduct	Adhere to host organization's policies
Reporting	Submit logbook, supervisor evaluation, and final report
Safety	Comply with health and safety requirements at host site

### Assessment:

Component	Weight
Supervisor evaluation	40%
Logbook completion	20%
Final report	30%
Presentation (if applicable)	10%

## 29. STUDENT ACCOMMODATION AND HOUSING

### Off-Campus Accommodation Support:

- The College maintains a list of approved off-campus housing options
- Students are responsible for their own lease agreements

- Student Support Services can provide guidance on tenant rights

**Accommodation Code of Conduct:**

- Respect for fellow residents
- No overnight guests without prior approval
- Compliance with curfew (if applicable)
- No illegal substances or activities
- Report maintenance issues promptly

### 30. FINANCIAL AID AND SCHOLARSHIPS

**Types of Financial Aid:**

Type	Description	Application Deadline
Merit scholarships	Based on academic excellence	31 October
Need-based bursaries	Based on financial need	31 October
Sports/cultural scholarships	Based on talent in sports or arts	31 October
Government funding (NSFAF/NSFAS equivalent)	National student financial aid	As per government deadlines
Payment plans	Installment arrangements	At registration

**Financial Aid Application Requirements:**

- Completed application form
- Academic transcripts (for merit-based)
- Proof of income (for need-based)
- Motivation letter
- Letters of recommendation (where required)

**Conditions of Financial Aid:**

- Maintain minimum academic standard (60% average for scholarships)

- Full attendance and engagement
- Repayment obligations (where applicable) clearly stated in agreement

## 31. STUDENT CODE OF CONDUCT – DETAILED PROVISIONS

### General Conduct:

- No fighting, assault, or physical violence
- No theft or damage to College property
- No possession or use of illegal substances
- No consumption of alcohol on campus (unless at designated events with permission)
- No smoking in non-designated areas

### Academic Conduct:

- No plagiarism, cheating, or AI misuse (see Sections 26 and 27)
- No disruption of classes or examinations
- No falsification of documents or records

### Interpersonal Conduct:

- No harassment (including sexual, racial, or religious harassment)
- No bullying, intimidation, or cyberbullying
- No discrimination based on race, gender, disability, religion, or sexual orientation
- No GBV (see Section 32)

### Disciplinary Process Summary:

Stage	Action
1	Report of alleged misconduct (any staff or student may report)
2	Preliminary investigation by designated officer
3	Formal charges (if evidence found)
4	Disciplinary hearing (right to representation and defence)

5	Sanction (if found guilty)
6	Appeal (within 10 days)

## 32. : SEXUAL HARASSMENT AND GENDER-BASED VIOLENCE (GBV) POLICY

### Definition of Sexual Harassment:

- Unwelcome sexual advances, requests for sexual favours, or other verbal/physical conduct of a sexual nature
- Creating an intimidating, hostile, or offensive environment

### Definition of GBV:

- Any act of gender-based violence that results in physical, sexual, psychological, or economic harm

### Reporting Options:

Option	Contact	Confidentiality
Confidential disclosure	Student Support Services (trained GBV officer)	Confidential (no automatic reporting)
Formal complaint	Dean of Students or HR (for staff)	Limited confidentiality
External reporting	Police (REPS)	Not applicable

### Support for Survivors:

- Immediate crisis intervention
- Access to counselling (free and confidential)
- Academic accommodations (extensions, deferrals, alternative arrangements)
- Safety planning and protection measures
- Referral to external support services (shelters, legal aid, medical care)

### Zero Tolerance Statement:

Bradford University College has a zero-tolerance policy for sexual harassment and GBV. Perpetrators will face disciplinary action up to and including expulsion (for students) or dismissal (for staff). Legal action may also be pursued.

### 33. : DATA PRIVACY AND PROTECTION

#### Principles:

- Student personal data is collected only for legitimate educational purposes
- Data is stored securely and access is restricted to authorised personnel
- Data is not shared with third parties without consent (except as required by law)

#### Student Rights:

Right	Description
Access	Request a copy of personal data held by the College
Correction	Request correction of inaccurate data
Deletion	Request deletion of data no longer needed (subject to legal retention requirements)
Objection	Object to processing of data for certain purposes

**Data Protection Officer Contact:** [icto@bradforduniversitycollege.com](mailto:icto@bradforduniversitycollege.com)

#### Breach Notification:

In the event of a data breach affecting student information, affected students will be notified within 72 hours of discovery, where required by law.

### 34. STUDENT EXIT AND ALUMNI RELATIONS

#### Exit Process Upon Completion of Programme:

Step	Action
1	Clear all financial obligations with Finance Office
2	Return all borrowed library materials
3	Complete exit survey (anonymous)

4	Receive clearance certificate
5	Collect academic transcript and certificate at graduation

**Graduation:**

- Held annually (typically in May/June)
- Students must apply to graduate by published deadline
- Graduands must wear approved academic regalia
- Graduation fee applies

**Alumni Benefits:**

Benefit	Description
Alumni email account	Lifelong <a href="mailto:alumni@bradforduniversitycollege.com">alumni@bradforduniversitycollege.com</a> email
Library access	Borrowing privileges (reduced fee)
Career services	Job postings, career fairs, networking events
Continuing education	Discount on short courses and postgraduate programmes
Alumni events	Networking, reunions, guest lectures

**Alumni Contact:** [alumni@bradforduniversitycollege.com](mailto:alumni@bradforduniversitycollege.com)

## 36. GLOSSARY OF TERMS

Term	Definition
Academic advisor	Staff member assigned to guide students on academic matters
Continuous assessment	Ongoing assessment throughout the semester (assignments, quizzes, etc.)
Credit	Unit of measurement for module completion
Dean of Students	Officer responsible for student welfare and non-academic matters
Department	Academic unit within a faculty
Ethics clearance	Approval from Research Ethics Committee for research involving human participants

Faculty	Academic division comprising multiple departments
GBV	Gender-Based Violence
HOD	Head of Department
IP	Intellectual Property
LMS	Learning Management System (e.g., Moodle, Canvas)
Plagiarism	Using someone else's work without attribution
RPL	Recognition of Prior Learning
SRC	Student Representative Council
Transcript	Official record of a student's academic performance
Turnitin	Plagiarism detection software
WIL	Work-Integrated Learning

### Bradford University College

*Excellence in Education, Leadership in Innovation*

## 35. APPROVAL AND EFFECTIVE DATE

This Student Handbook is approved by the appropriate institutional authority of Bradford University College and takes effect from the date of approval.

### Document Control

Name & Designation	Signature	Date
Chairperson – Academic Board / Senate		12 Jan 2026
Director of Quality Assurance		12 Jan 2026
Senior Member – Academic Board		12 Jan 2026

Registrar



12 Jan 2026

